

Ben, thank you for including me in the Lib Luncheon. It was interesting and I was stimulated to do a little research. I pass along these comments for your disposition.

I. I believe it is essential that the responsibility for monitoring and stimulating action programs for the full utilization of woman be established at the executive level as a full time position. (This can be a temporary position because after the action programs are in operation, follow up action should be possible through existing mechanisms.)

I think the DDP experience points up the need for attention on a full time basis at least for the immediate future. Last year the DDP established a Panel which prepared a report on CS Careers for Women. I am not sure that the Panel was charged with anything more than making recommendations, however, there appears to be no action program in the CS. To my knowledge the only positive action resulting from the Panel study was the requirement to have a woman on each Personnel Management Committee. I am not aware of any feed back to judge the effectiveness of this requirement. The lack of an action program (or information about it if there is one) is understandable when you consider that the CS Panel is composed, primarily, of senior female officers who hold responsible, demanding jobs which allow limited time to devote to additional activities.

II. As I recall, the luncheon group agreed that the emphasis (of what I hope will be an action program) must be on assignments rather than just promotions. If women are given the necessary training and the

opportunity to perform in responsible positions they can qualify for advancement and the promotions should follow. (Sexy promotions are as distasteful to women as men.) Emphasis on assignments will ensure a continuing improvement in opportunities for women, especially if appropriate attention is given to the training and assignment of personnel in grades GS-9 to GS-11 as well as to the GS-12s and up.

III. I am sure the Office of Personnel has been able to supply statistics in every direction (including on the bias). Attached is *No PUN intended.* the simple format I used to study one component (which will be nameless). In this example I think it is obvious that women are having a hard time getting beyond GS-11 positions, and this is reflected in the individual grades. Similar information on all components would help to ~~diff~~ identify areas where there are a limited number of women in the middle or higher grades. Statistics, however, cannot provide one of the most vital bits of information needed, i.e. identify those individuals who have the potential for advancement. Unless the responsibility for identifying these people is clearly delegated, we will have to continue to rely on personal knowledge.

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Few Women Found in Top U.S. Jobs

By EILEEN SHANAHAN

Special to The New York Times

WASHINGTON, May 27—The proportion of women in policy-making jobs in the Federal Government has scarcely increased over the last three years, according to a study made by the Democratic National Committee.

The study, published today, showed that, of 3,854 positions in the Government that were defined as policy-level—jobs in the top two Civil Service grades and the major appointive jobs—63 or 1.6 per cent, are currently held by women.

In 1968, the total number of such jobs was 3,596 and the number of women who held them was 50, or 1.4 per cent.

Mary Lou Burg, vice chairman of the Democratic National Committee, said the figures showed that "the Nixon Administration is not keeping up with the dynamic movement toward equal employment opportunity for women."

No Numbers Game

She said that she did not want to "get into a numbers game" over the relative records of the Nixon Administration and its Democratic predecessors.

But she criticized the Admin-

istration for its contention that it had appointed more than 200 women to key Government positions. Most of these appointments, she said, have been to advisory committees where the women appointees were "part-time, unpaid—and there is some question of the impact they have on policy."

Of the 200 women appointees cited by the Administration, she said, "62 are on a single committee—the Advisory Committee on the Arts of the John F. Kennedy Center for the Performing Arts."

Miss Burg said that there was no question as to the availability of qualified women to fill a large number of the Government's policy-making positions.

A Talent Book

She said the Democratic National Committee had started compiling a "talent book," listing the names of highly qualified women in such fields as business, education, law and medicine.

The list of women, not all of whom are Democrats, will be turned over to "the next President," Miss Burg said. But she added, in response to a question at a news conference, that President Nixon could have the list if he asked to see it.

Mr. Nixon named a woman to a policy making position today. She is former Representative Catherine May Bedell, a Republican from the State of Washington, who was defeated for re-election last November. Mr. Nixon nominated her to be the chairman of the Tariff Commission.

No Women at the Top

The study by the Democratic National Committee showed that there were 36 Government agencies, with a total of 1,209 policy-making positions, that employ no women at all in the top jobs.

Among the agencies in this category were the Office of Management and Budget, the Small Business Administration, the Commission on Civil Rights, the Commerce Department, the Office of Science and Technology and the Smithsonian Institution.

In the Defense Department, only the Department of the Army has any civilian women in policy-making jobs, the study found. The Army has three, of a total of 144 policy-making jobs. The number of civilian jobs at this level elsewhere in the Defense Department totals 469, the study showed.

Women in Government

By General Schedule and Equivalent Grades, All Agencies, Worldwide

Grade(a)	Oct. 31, 1970			Oct. 31, 1969			% Change	
	Employment Total	Women Number Per Cent		Employment Total	Women Number Per Cent			
1	4,254	2,913 68.5		5,533	3,842 69.4		-23.1	-24.2
2	24,498	18,576 75.8		25,512	19,500 76.4		- 3.0	- 4.7
3	110,478	86,274 78.1		121,312	95,932 79.1		- 8.9	-10.1
4	220,496	139,664 63.3		183,134	142,873 75.9		17.2	- 2.2
5	597,043	191,678 32.1		643,013	184,003 30.2		- 7.1	- 1.2
6	136,563	65,089 47.7		133,262	61,457 46.1		2.5	5.9
7	142,711	54,037 37.9		150,895	53,579 35.5		- 5.4	.9
8	48,512	12,431 25.6		47,862	11,402 23.8		1.4	9.0
9	174,045	43,441 24.9		170,769	42,056 24.6		1.9	3.3
10	32,293	3,890 12.0		25,578	3,560 13.9		26.3	9.3
11	155,841	19,325 12.4		155,386	18,332 11.8		.3	5.4
12	137,093	9,870 7.2		131,724	9,136 6.9		4.1	8.0
13	102,271	4,622 4.5		98,667	4,290 4.3		3.7	7.7
14	50,480	1,817 3.6		49,127	1,689 3.4		2.8	- 3.8
15	28,302	942 3.3		26,418	717 2.7		7.1	31.4
16	5,901	104 1.8		6,344	115 1.8		- 6.0	- 9.6
17	2,561	30 1.2		2,498	37 1.5		2.5	-18.9
18	530	7 1.3		700	4 .6		-24.3	75.0
Above 18	1,307	17 1.3		656	17 2.6		99.2	0.0
Ungraded	6,533	2,600 39.8		6,402	2,553 39.9		2.0	1.8
Total(b)	1,981,722	657,327 33.2		1,989,792	665,294 33.4		- .4	- 1.2

(a) The grades or levels of the various pay systems have been considered equivalent to specific General Schedule grade solely on the basis of comparison of salary rates, specifically, in most instances, by comparing the fourth step GS rates with comparable rates in other pay systems.

(b) Excludes employees of Central Intelligence Agency, National Security Agency, Board of Governors of Federal Reserve System, and foreign nationals overseas.

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